

ePROCUREMENT 8.8

CLOSE A PO

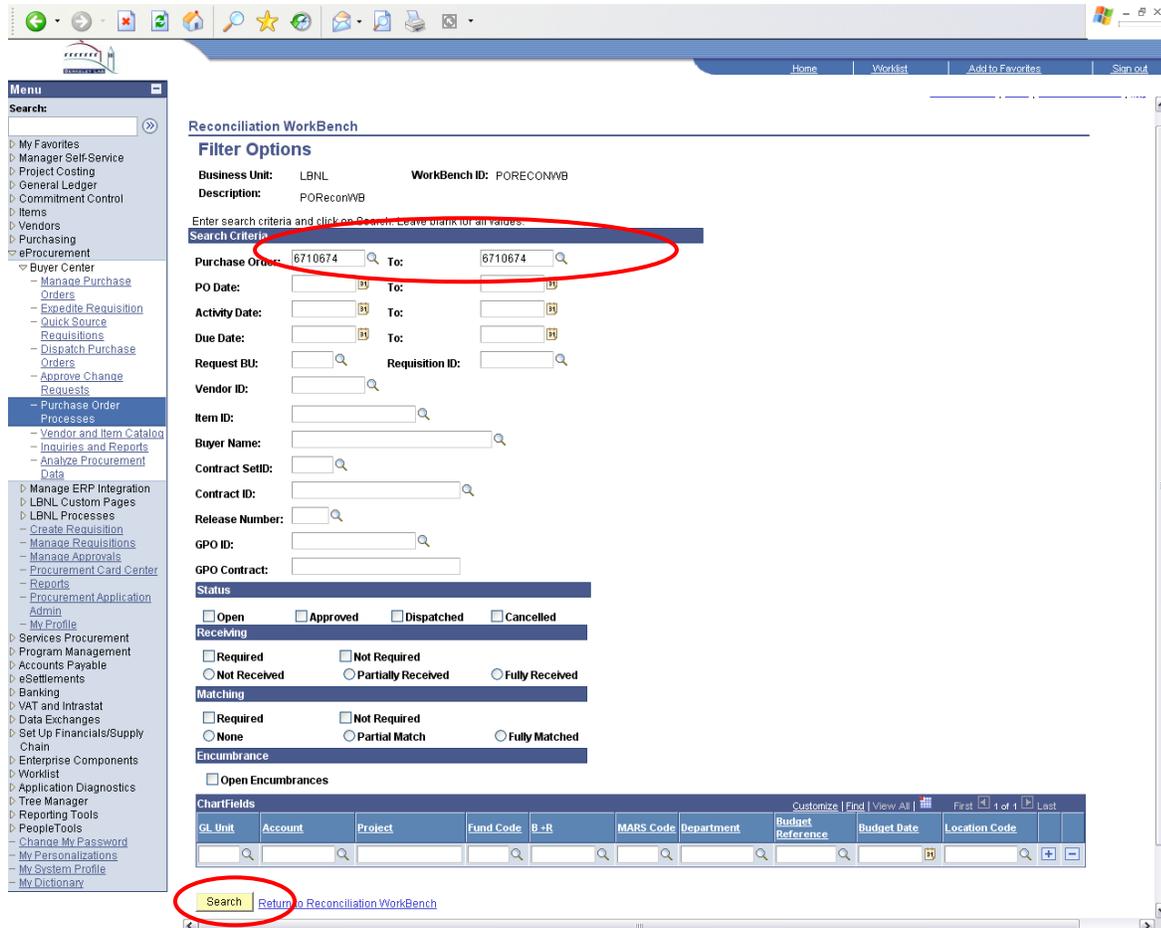
Purchase orders should be closed in PeopleSoft after all goods / services on the PO have been delivered to the Lab, received, and invoiced. Closing POs is important for removing division liens as well as maintaining system response time. It is possible to re-open POs that are closed in FMS 8.8.

This topic will show you how to close a PO using PO Reconciliation Workbench.

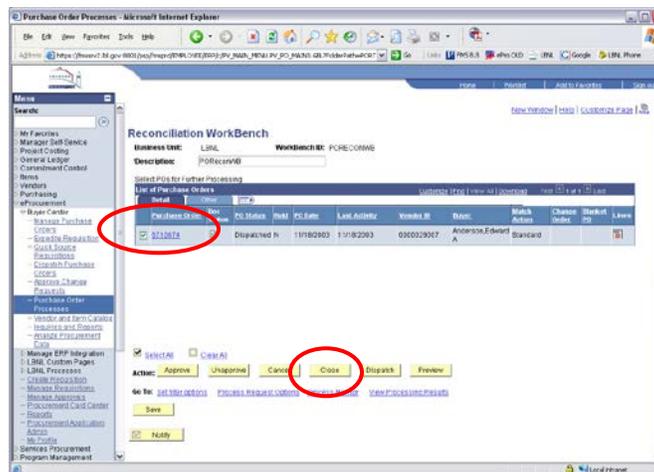
- Click on **eProcurement**
- Click **Buyer Center**
- Click **Purchase Order Processes**
- Click **PO Reconciliation Workbench**
- Enter the *Run Control / WorkBench ID* of **RECONWB**
- Click the **Search** button.

The screenshot shows the 'Reconciliation WorkBench' search page. At the top, there is a search bar and navigation links: Home, Worklist, Add to Favorites, and Sign out. Below the navigation is a breadcrumb trail: Favorites > Main Menu > eProcurement > Buyer Center > Purchase Order Processes. The main heading is 'Reconciliation WorkBench'. Below the heading is a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these are search criteria fields: 'Maximum number of rows to return (up to 300): 300', 'Business Unit: = LBNL', 'WorkBench ID: begins with RECONWB', and 'Description: begins with'. There is a 'Case Sensitive' checkbox. At the bottom, there are buttons for 'Search' and 'Clear', and links for 'Basic Search' and 'Save Search Criteria'. The 'Search' button and the 'RECONWB' text in the WorkBench ID field are circled in red.

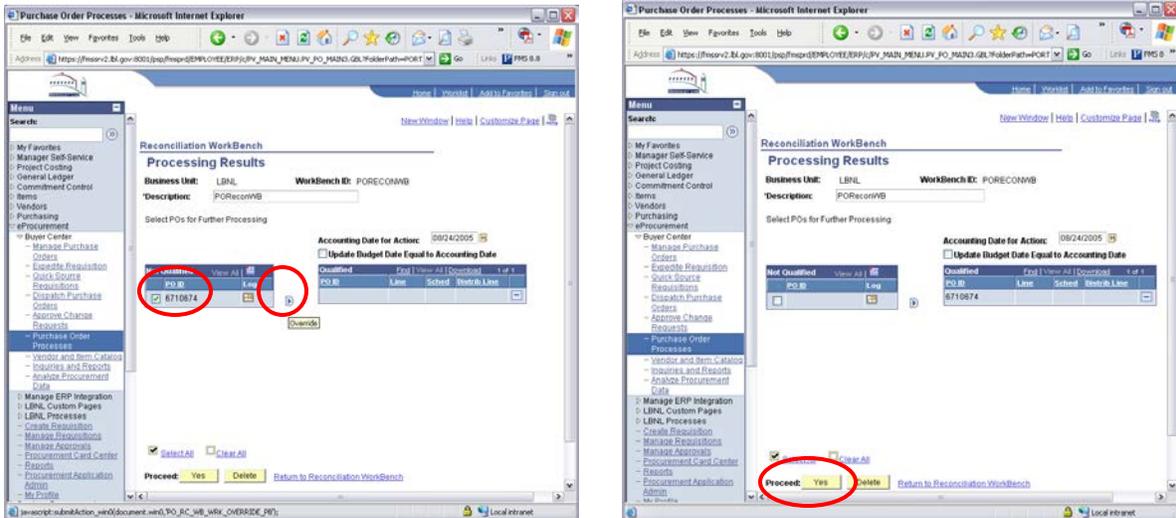
- In the "Purchase Order" and "To:" boxes, type in the **PO number** you want to close
- **DO NOT** click on any of the *Status, Receiving, or Matching* fields.
- Click the **Search** button



- A line showing the PO will be displayed. Click the **checkbox** to the left of the PO number
- Click the **Close** button



- POs eligible for closing will be displayed. Click the **checkbox** to the left of the PO number
- Click the **Override** icon
- Click the **Yes** button
- A screen will be displayed that says, "Continue to Close POs." Click the **Yes** button.



- When the PO is closed you will see a page that shows a "PO Status" of "Compl."

